



# WICEN (NSW) Inc.

ABN 83 747 108 984

PO BOX 6151 DURAL DC NSW 2158

[wicen.secretary@vrarescue.org](mailto:wicen.secretary@vrarescue.org)

WICEN NSW OPERATION Ph. 0408 397 217



## WICEN NSW Inc. PRIVACY POLICY

Version 3 April 2020

WICEN NSW Inc. (WICEN) acknowledges an individual's right to keep their personal information protected and private. We are committed to protecting and maintaining the privacy, accuracy and security of member's personal information.

WICEN has adopted the policies and procedures of the NSW VRA and these policies and procedures apply to WICEN members. VRA.POLPRO\_06A Personal Information and Privacy is noted.

### **How we will collect your information**

- We will only collect information relevant to your membership and activities for WICEN and the Volunteer Rescue Association (VRA).
- The information we collect will include contact details, limited personal details and information about your participation in WICEN activities your working with children's check details, and other information required by the NSW VRA.
- We will collect this information directly from you, or if we use other sources we will tell you what they are.
- We will not collect any sensitive information other than to ensure your safety or to assess your suitability for WICEN or VRA requirements.

### **How we use your information**

We will limit the use of your personal information to:

- Recommending to you, or providing you with information and services that you may need.
- Carrying out WICEN activities which include management, planning and analysis.
- Fulfilling our legal requirements (for example, disclosure to law enforcement agencies or the courts) and our obligations to Government agencies and the VRA.
- To communicate with you regarding WICEN business and activities and to keep you informed of other relevant activities affecting amateur radio emergency communication organisations.
- To send you WICEN correspondence.

### **Who will use your information?**

We will not share, sell or trade your personal information except where legally obliged to or with your permission. We will share to

- be provided to other select organisations that perform certain functions or operations for/with us; for example compiling records for the VRA member database.
- Members of the WICEN Committee and other select WICEN officials will have access to your information for the day to day running of WICEN.
- Clause 43 of our Rules of Association states that all our records must be available for inspection by any member.
- NSW VRA policies and procedures may permit the sharing of your personal information with other parties.

### **Your information is secure**

- Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

### **You have access to your information**

WICEN (NSW) Inc. is a  
Member of the Volunteer Rescue Association Inc. (VRA),  
Affiliated with the Wireless Institute of Australia (WIA),  
Registered Charity Organisation.



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- You can access the personal information we hold about you and request corrections, You can request access to your information by applying to the WICEN Committee.
- This right is subject to some exceptions, for example, information relating to existing or anticipated legal proceedings. You can request access to your information by applying to the WICEN Committee.

## What to do if you think we have made an error

WICEN is committed to the protection of your privacy, and our policies, processes and systems have been developed with this intent. If you think there is an error, please contact the Committee.